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November 7, 1990

Mr. Doug Crawford
Philip Morris U.S.A.
Post Office Box 1098
Concord, North Carolina 28025

Records Management Retention Schedule Maintenance Form

Dear Doug:

I recently received the enclosed Retention Schedule Maintenance Form requesting a change to the Employee Relations -- Sales & New York Office retention schedule. I spoke by telephone with the following members of the Philip Morris U.S.A. Joint Task Force on Records Management, all of whom approved the proposed change: Cliff Brown, John Cole, Doug Crawford, Ken Gammon, Brian Horan, Jim Royall, and Jerry Ward. Lewis Cummings and Murray Rosenberg were unavailable. As you are probably aware, Phyllis Cowart has left the Company.

Because seven of the nine Joint Task Force members have approved this change, I have signed the form as the Philip Morris U.S.A. Legal Department representative and will attach a copy of this letter to the form, indicating the approval of the Joint Task Force. I will transmit this form and the updated retention schedule to the Records Management Department and the Records Coordinator for Employee Relations in New York.

If you have any questions, please do not hesitate to contact me.

Sincerely,



Arthur J. DeBaugh

630/6145

Enclosures

cc: Steven C. Parrish, Esquire (w/encls.)
Mrs. Clare Purcell (w/encls.)

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